



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FLEET SERVICE MANAGER

Job Number: 20000596

Job Code: 17500V161016

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 03/16/1999

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and oversees the maintenance of vehicles operated by the state motor pool in the Division of Fleet Management OR; Manages and oversees the maintenance of vehicles and equipment operated within the Transportation Cabinet Division of Equipment OR; Supervises the maintenance, repair and general operation of all fleet vehicles and associated equipment for the Kentucky State Police. Administers the preventive maintenance program. Recommends future vehicle purchases. Supervises all levels of automotive technicians/mechanics and support staff; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have five years of supervisory experience in an automotive/vehicle maintenance facility.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. For the Transportation Cabinet, an employee in this classification must furnish the agency's appointing authority, within six months of appointment into this classification, documentation that he or she holds a valid Class A commercial driver's license. ASE certification is required in at least one of the

following: automotive or medium/heavy truck brake systems; automotive or medium/heavy truck engines; automotive or medium/heavy truck suspension systems; automotive or medium/heavy truck drive train, and air conditioning recovery. Must have a minimum of 50 hours of training at an accredited automotive training center. <http://www.asashop.org/http://transportation.ky.gov/drlc/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns responsibilities, duties and work to automobile technicians and support staff in a garage where the repairs and maintenance of automobiles and light trucks are performed. Coordinates all activities between employees and organizational staff. Reviews and inspects work for accuracy and completeness. Reviews and completes necessary forms, reports requests and bills. Maintains an inventory of manuals, supplies and parts necessary for functioning of the garage. Provides assistance for difficult mechanical or logistical problems. Maintains a continuous training program for maintenance personnel. Supervises and manages the help desk to insure the systematic preventive maintenance for all fleet management vehicles. Insures that pre-priced service agreements are established for normal repairs and services that are out-sourced. For other repairs, insures that a pre-established discount on parts with a per hour labor charge based on a time guide standard is used. Recommends future vehicle purchases. Performs repair work on any vehicle or equipment necessary.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must walk, bend, stoop, climb, reach and lift up to 50 pounds.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title work and supervise mechanics in and around vehicle and equipment garages.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.